



LMS “F” Keys Job Aid

Reservation Side

F2	Locate Next
F3	Exit
F4	Hour Glass (Show Me More)
F5	Display Additional Names (Stay Alive!)
F6	Add Name
F8	Duplicate Reservation
F10	Inventory
F11	Guest Services
F12	Previous
Shift+F4	Display Users
Shift+F5	Billing Profile
Shift+F7	Travel With
Shift+F10	Print Reg Card
Shift+F12	Travel Agent

F11 Side

F9	Restrictions
Shift+F7	CC Detail



LMS “F” Keys Job Aid

Front Side

F5	Additional Name Search
Shift+F8	Search Guest History
F10	Inventory Inquiry
Shift+F11	Display Group Text

Back Side

F3	Exit
F10	Print Folio
F11	Guest Services
F12	Previous
Shift+F1	Void CC
Shift+F2	Post Charges
Shift+F3	Transfer Dollars
Shift+F5	Transfer
Shift+F6	Display Folio
Shift+F8	Add Folio
Shift+F11	Re-filter
Shift+F12	Reservation
Shift+F9	Reactivate Folio